

TERMS OF REFERENCE

IWA Programme Coordinator – Water Supply & Sanitation Services

Work percentage: 1.0 FTE

Duty station: The Hague, Netherlands

Reporting to: Programmes Director

The International Water Association (IWA) is a global network of water professionals bringing people and institutions together from across the water cycle to deliver equitable and sustainable water solutions for our world. The IWA aims to connect people with a diversity of backgrounds to generate innovative solutions and new opportunities to tackle urban and basin-related water challenges.

Thematic Programmes provide the IWA with a mechanism to respond to global challenges and support progressive agendas for managing the water cycle. Programmes are made up of portfolios of projects and activities working towards a common goal coordinated by members of staff in close cooperation with members and partners.

The Water Supply Services Programme (WSS) and Urban Sanitation Initiative (USI) are two of the six thematic programmes. The goal of the Water Supply Services Programme is to contribute to improving and maintaining safe water supplies and ensuring present and future demand for domestic water supplies is met. This is largely achieved through facilitating innovation and promoting best practices in water management in three key areas: Improving water utility performance and service, optimising institutional settings and innovation in design, operation and project delivery. The goal of the Urban Sanitation Initiative is to support the attainment of universal access to affordable sanitation and effective waste management systems that ensure sustained improvements in environmental health and promote the protection of natural resources.

Under the general supervision of the Programmes Director, the Programme Coordinator – Water Supply and Sanitation Services has the responsibility to provide strategic direction for the programmes, mobilise resources – people and finances – and coordinate the implementation of projects within the programmes. This position entails the following specific duties and responsibilities:

1. Strategic Development and Positioning

Working closely with the Programmes Director to strengthen the Water Supply Services and Urban Sanitation Initiative Strategy through:

- Being aware of and engaged in key global and regional processes, dialogues and initiatives related to water supply and urban sanitation;
- Identification of and engagement with key global and regional partners who are aligned with the goals of the Water Supply Services and Urban Sanitation Initiative;
- Representing IWA at key global and regional events related to water supply and urban sanitation;

- Creation and dissemination of key knowledge products and opinion pieces through relevant and appropriate media and other platforms;
- Collaborating with other programme coordinators to identify and explore strategic opportunities across IWA Thematic Programmes.

2. Resource Mobilisation

Working closely with the Programmes Director and Regional Directors to mobilise funding and human resources for the Water Supply Services and Urban Sanitation Initiative through:

- Identification of and engagement with key donor agencies, foundations and other organisations funding water supply and urban sanitation projects;
- Development of project proposals with global and / or regional relevance that support the objectives of the Water Supply Services Programme and Urban Sanitation Initiative;
- Identify opportunities for securing additional human resources through secondments, internships and other opportunities;
- Collaborate with other programme coordinators to identify funding opportunities that are relevant across the thematic programmes.

3. Project Coordination

Working closely with programme officers, regional, communications and other key staff to deliver projects, through:

- Coordinate the development and implementation of an project plans of work and budget
- Assign staff and allocate resources as appropriate for effective and efficient implementation of projects
- Report to donors and project partners as appropriate
- Ensure high visibility of programme activities, outputs and outcomes through publications, conference participation and general dissemination

In addition to the duties and responsibilities outlined above, the programme coordinator is expected to contribute to other areas of the Associations work and support colleagues in a proactive manner; this includes:

- Support other members of the programmes group;
- Provide inputs to other programme activities as requested;
- Carry out administrative duties required to function within the IWA Secretariat;
- Contribute to the team spirit and excellent ambiance in the IWA Secretariat and in working with partners;
- Represent IWA at key international events.

The above job description contains the main duties and responsibilities for this position. However, in a small organization such as IWA, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and missions that are reasonably allocated to them but which are not part of their regular job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the Programmes Director.

Qualifications and Experience

- Post-graduate qualification in an area related to water, wastewater, sanitation, environmental management; including engineering, science and / or policy focus;
- Minimum of 7 years of progressively responsible experience in an international organisation working in the field of water, wastewater, sanitation or environmental management;
- State of the art knowledge related to global and regional water supply and sanitation policy, technologies and practices;
- Experience in working with or for local authorities, wastewater / sewerage / water utilities;
- Experience in managing a team of staff, consultants, students or other human resources to develop and implement projects;
- Experience of mobilising funds from a range of donor organisations and managing donor relations;
- Excellent communication skills, including presentation, writing, and general networking and facilitation;
- Proficient in spoken and written English, proficiency in other languages is desirable.

How to apply:

Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of two referees.

Applications should be submitted by e-mail before June 20th 2014 to: IWA Human Resources department, Mrs Kim Schipper, kim.schipper@iwahq.org.

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED